

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1

1. DATE OF ORDER 5/29/2008		2. CONTRACT NO. (If any)		6. SHIP TO:	
3. ORDER NO. NRC-DR-08-0174		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Sharlene McCubbin Mail Stop T-7-I-2 Washington, DC 20555				b. STREET ADDRESS Office of Administration ATTN: Vicki Gladhill Mail Stop T-7-I-2	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR CITIBANK SOUTH DAKOTA, NA CITIBANK				8. TYPE OF ORDER	
b. COMPANY NAME				<input checked="" type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 701 E 60TH ST N				REFERENCE YOUR Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY SIOUX FALLS		e. STATE SD	f. ZIP CODE 571040432	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE ADM Office of Administration	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN-OWNED	N/A	
<input type="checkbox"/> e. WOMEN-OWNED	<input type="checkbox"/> f. HUBZone	<input type="checkbox"/> g. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE				N/A

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>This establishes a delivery type task order for commercial credit card services from Citibank under the terms and conditions of GSA's Master Contract no. GS-23F-T0003 and in accordance with the attached Standard Task Order for Fleet Travel and Purchase.</p> <p>This delivery type task order in itself creates no obligation by the U.S. Nuclear Regulatory Commission (NRC). Obligations under this task order will be made only by authorized cardholders who have been issued a written Delegation of Authority by an NRC Contracting Officer.</p> <p>Vicki Gladhill is the Project Officer and can be reached on 301-415-6519.</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov						17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue						
c. CITY Denver		d. STATE CO	e. ZIP CODE 80235-2230				

22. UNITED STATES OF AMERICA
BY (Signature)

Sharlene McCubbin

23. NAME (Typed)
Sharlene McCubbin
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

A/1

Standard Task Order

FOR NRC PURCHASE, TRAVEL AND FLEET

CARD SERVICES

1. **SERVICES REQUIRED:** All core requirements as specified in the GSA SmartPay® 2 Master Contract, GS-23F-T0003 for purchase, travel and fleet card services (including all amendments), with exceptions to the "defaults"¹ which may be modified at the task order level as specified in section 7, Standard Task Order Requirements (below).
2. **ACTIVITIES AUTHORIZED TO ISSUE ORDERS AGAINST THE TASK ORDER:** The following activities are authorized to issue orders against this task order.
 - o Nuclear Regulatory Commission (NRC) , Office of Administration, Division of Contracts, Washington, DC
3. **PLACE OF DELIVERY OR PERFORMANCE:** As specified by each authorized user. The period of performance for NRC's task order will be as follows:
 - Base Period: Date of Award through November 29, 2011
 - Option Period 1: November 30, 2011 through November 29, 2015
 - Option Period 2: November 30, 2015 through November 29, 2017
 - Option Period 3: November 30, 2017 through November 29, 2018
4. **PURCHASING HISTORY:** As shown in the tables below.

Sales History

Type	Period	Cards	Transactions	Amount
Purchase Card	FY 04	Data Not Available	Data Not Available	Data Not Available
Purchase Card	FY 05	100	8,676	\$4,596,076.58
Purchase Card	FY 06	125	8,139	\$4,653,115.36
Purchase Card	FY 07	125	8,180	\$4,675,347.34
Travel Card (CBA)	FY 04	Data Not Available	Data Not Available	Data Not Available
Travel Card (CBA)	FY 05	5		\$2,715,475
Travel Card (CBA)	FY 06	5		\$4,708,301
Travel Card (CBA)	FY 07	5		\$5,085,710
Travel Card (IBA)	FY 04	Data Not Available	Data Not Available	Data Not Available
Travel Card (IBA)	FY 05	2,383		\$11,088,000
Travel Card (IBA)	FY 06	2,460		\$9,871,116
Travel Card (IBA)	FY 07	2,518		\$11,106,516

¹ There are a number of clauses in the Master Contracts followed by "unless otherwise specified by the agency/organization at the task order level" or similar text. These requirements are known as "defaults" and, as stated, may be modified at the task order level. For example, section C.1.18.1.8, Frequency of Invoicing states that, "Invoicing shall occur on a monthly billing cycle unless otherwise specified by the agency/organization." This requirement may be modified to a bi-weekly, bi-monthly, or other timeframe as desired.

NRC does not have any delinquencies for CBA accounts. Therefore, the below information is for IBA accounts only for the months of June – September 2007. This information accurately reflects NRC's historic annual IBA delinquency rate.

Productivity History

Type	Period	Write-Offs	Delinquencies (%)
Travel Card (IBA)	June 2007	\$0	.76%
Travel Card (IBA)	July 2007	\$0	.64%
Travel Card (IBA)	August 2007	\$0	.76%
Travel Card (IBA)	September 2007	\$0	.65%

5. PRIMARY POINTS OF CONTACT: For all matters relating to this task order, please contact:

o Contracting Officer:

Joyce Fields, Contracting Officer
Nuclear Regulatory Commission
Office of Administration
Division of Contracts
11545 Rockville Pike
Rockville, MD 20852
Tel.: (301) 41-6564
E-mail: Joyce.Fields@nrc.gov
Fax: (301) 415-5398

o Task Order Coordinator:

Purchase and Travel: Vicki Gladhill, Tel.: (301) 415-6519
E-mail: vicki.gladhill@nrc.gov

o Agency Program Coordinators:

Purchase: Vicki Gladhill, Tel: (301) 415-6519
E-mail: Vicki.Gladhill@nrc.gov

Travel: Michele Ricker, Tel: (301) 415-7838
Email: Michele.Ricker@nrc.gov

Fleet: Reginald Stansbury Tel: (301) 415-2095
E-mail: Reginald.stansbury@nrc.gov

- Secondary points of contact will be assigned for additional agencies/organizations authorized to use this task order.

6. **AGENCY ORGANIZATIONAL STRUCTURE:** There are two Level 1 A/OPCs for the travel card program. Regional coordinators (i.e. Level 2 A/OPCs) representing the travel card program are located in each region including alternates. All Level 1 A/OPCs are located in NRC's headquarter's office.
7. **STANDARD TASK ORDER REQUIREMENTS:** NRC requires variances from the Master Contract "defaults" as specified below (see a-k).

a. Card Design and Embossing

Regular Cards: Purchase and travel cards shall be embossed on the front with the appropriate account name, account number and expiration date. For the purchase card, "NRC Purchase" shall also be embossed on the front of the card. For the travel card, "NRC Travel" shall be embossed on the front of the card. "NRC" shall be printed on both the purchase and travel cards and a toll-free number shall be printed on travel and purchase cards for merchants to call if misuse is suspected. Less than 100 generic cards will be required for individual travelers. The cards will not have the U.S. Government seal printed on them.

In addition, "US Government Tax Exempt" shall be printed on the purchase card. The contractor shall also print the following tax exempt number on all GSA purchase cards: 30005004.

b. Establishing and Maintaining Accounts

For the purchase and travel business lines, the contractor shall have a post-award meeting with NRC to discuss program account implementation procedures.

For purchase and travel, the contractor shall set up accounts; provide authorization controls; establish centrally billed accounts; provide randomly generated account numbers; and establish a specified expiration date. In addition to providing electronic program forms, the contractor shall provide paper-based program forms via fax and mail.

For purchase, the contractor shall mail all cards to the Agency Program Coordinator's office address using the U.S. Postal Service. For the travel card, the contractor shall mail all cards to the cardholders' home/personal address using the U.S. Postal Service or if expedited delivery is required, express delivery. Addresses will be provided by NRC with the master file data after task order award.

c. Invoicing/Billing/Payment

For purchase, the contractor shall submit a statement of account to cardholders and approving officials.

For travel, the contractor shall allow cardholders the capability to pay Individually Billed Accounts (IBA) over the phone, or online

NRC requires EC/EDI invoices for centrally billed accounts (CBA). Daily invoicing is required for the purchase card. Monthly invoicing is required for centrally billed travel card accounts (CBA) and monthly invoicing for IBA accounts.

If directed by NRC, suspended or cancelled IBA account balances on the travel card may be referred to outside collection agencies.

d. Electronic Access System

NRC requires single sign-on capability.

As stated in the Master Contract, the GSA SmartPay® program office intends to establish a process to certify Contractor's readiness before the start of transaction processing with agencies. The NRC Office of Administration, Division of Contracts, with the assistance of the GSA SmartPay® program office, will require that the contractor's system meets this certification prior to the start of transaction processing to ensure that the system is properly integrated with NRC's systems and all set-up activities have been completed.

NRC requires the capability to create ad hoc reports in a spreadsheet format.

e. Prepaid Cards

NRC estimates a need for approximately 100 prepaid cards annually. This is required for the NRC's centrally billed account.

f. Data

The Contractor's system must interface with NRC core accounting system, which is currently FFS, through batch files which must meet the encrypted standard FIPS PUB 140-2. Further system specifications will be provided upon task order award.

In addition to the ASCII format, the Contractor shall provide program and transaction data in XML format to comply with NRC's requirements.

Level 1 A/OPCs shall have access to all data; and cardholders shall only have access to their account information.

g. Reporting

The contractor shall provide access to all reports listed in the master contract. Frequency and recipients of reports shall be established after task order award.

All reports shall be submitted in a spreadsheet format.

In addition to reports received through the EAS for purchase, the contractor shall also submit reports via fax and email upon request.

h. Communications

For purchase and travel, the contractor shall conduct quarterly in-person meetings (at a minimum) with the Level 1 A/OPCs located in Washington, DC.

The contractor may provide statement messaging to travel IBA cardholders.

i. Training

The contractor shall provide electronic and paper cardholder/user guides to each A/OPC. The A/OPC, DBO, and Transaction Dispute guides shall be provided electronically and hard copies shall be provided as requested by NRC. The Contractor shall develop separate cardholder and A/OPC guides specific to the purchase card business line.

j. Transition

NRC estimates that it will require the following number of cards/accounts for each business line at the start of the task order.

Business Line	Estimated Total Cards/Accounts Needed
Purchase	125
Fleet	10
Travel (CBA)	5
Travel (IBA)	3,000

NRC will facilitate the transfer of master file data from the existing SP1 Contractor to the selected SP2 Contractor during the transitional period (i.e., after task order award), at a date to be determined.

NRC will require the Contractor's support for training all existing and new A/OPCs and cardholders prior to the cut-over to the contractor's new EAS system.

k. Controls / Authorization / Notification / Alerts / Risk Mitigation

NRC requires limited ATM access based on the cardholder status as a standard or restricted cardholder.

The contractor shall use the individual cardholder's home billing address for travel card accounts. For the purchase and travel card centrally billed accounts, the contractor shall use the cardholder's office address as the billing address.

The contractor shall work with Level 1 A/OPCs to identify monthly billing cycle limits.

The contractor shall work with the A/OPC at the time of card/account setup to establish convenience check indicators and limits for users authorized to utilize convenience checks. This data shall also be included in the master file.

For travel, the level 1 A/OPC can authorize forced transactions. For purchase, level 1 A/OPC can authorize forced transactions.

For purchase and at the discretion of the approving officials, NRC requires the contractor to notify cardholders and the cardholder's approving official via an encrypted email service of individual transactions made by each cardholder.